Restroom cleaning log

One row per check: the time, your initials and a tick for each box that passed.

Restroom or location _____ **Floor** _____

Date _____ **Checking rhythm** _____

Check log

	CHECKED AT	BY	PAPER AND SOAP	FIXTURES	FLOOR	BINS	FOLLOW-UP
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Acting on a note

- ☐ Stock gap passed to the person who keeps the supply closet
- ☐ Drain, pipe, latch or stuck dispenser passed to building maintenance
- ☐ Paper out by early afternoon three days running: reserve resized
- ☐ Floor box empty after lunch most days: midday round considered

Changing sheets

- [ ] Fresh sheet up each morning, or sooner when rows run out
- [ ] Date written before the first check
- [ ] Full sheets kept in a labeled folder for about a month
- [ ] Old sheets stacked by room for your cleaning review

Notes